Writing Intern Job Description

The chief responsibility of the writing interns is to assist faculty in teaching writing in our discipline. Because faculty will define that responsibility in different ways, the duties of each intern will vary somewhat. However, interns are expected to:

- Lead a combination (totaling 3 meetings) of tutorials, workshops, and/or writing seminars.
- Read the assigned texts.
- Attend every class.
- Evaluate and comment on student papers in conjunction with the Instructor. (Writing Interns will not be the sole commenter, but should split this responsibility 50/50 with the Instructor).
- Meet with students who need extra help.
- Hold weekly office hours.
- Commit an average of about 15 hours per week.
- Interns are not required to teach in-class sessions, but are typically asked if they would like to prepare and teach one session, with the faculty member’s involvement.

Compensation: $3000 (plus tuition remission if in Advanced Residence) per quarter.